



## UNEMPLOYMENT COMPENSATION NOTICE TO EMPLOYEE

### Keep This Form

**Please ensure that you read both sides of this form prior to filing a claim for unemployment benefits.** If you become unemployed, this information may help to determine your unemployment benefit entitlement.

### When to file a claim for unemployment benefits:

A claim for unemployment benefits begins the week it is filed. Therefore, you should file your claim for benefits during your first week of unemployment.

### To receive unemployment benefits, you must be eligible and qualified. You must:

- File a claim and report for benefits as directed by the Unemployment Insurance Agency (UIA).
- Register for work as directed by the UIA.
- Have sufficient earnings in the past 18 months.
- Be able to work.
- Be available for work. You must immediately inform the UIA and all base period employers of any changes to your contact information (mailing address and telephone number) and respond to all UIA requests to update your contact information.
- If directed by the UIA, appear at a specified location provided in a mailed notice for an evaluation of your eligibility for unemployment benefits.
- If requested by the UIA, provide a statement of wages (wage affidavit) for purposes of calculating your unemployment benefits as state law requires that you produce evidence of those wages (pay stubs, W-2, employer payroll records, etc.).
- Be actively engaged in seeking work.
- Beginning with benefit years effective January 1, 2013, conduct a systematic and sustained work search effort by submitting your work search efforts as directed by the UIA.

### To file a claim for benefits, you will need the following:

1. This form and any similar forms you received from any employer in the past 18 months, or pay stubs with employer name, employer payroll record, or W-2 Form.
2. Your Social Security number, complete mailing address (zip code), telephone number, and county of residence.
3. Your driver's license, state identification card, or your MARVIN Personal Identification Number from a previous claim.
4. Your Alien Registration Number and the expiration date of your work authorization if you are not a citizen or national of the United States.
5. Name(s) of employer(s), date(s) of employment, and reason for separation from each employer you worked for in the past 18 months.
6. Gross earnings since you were last separated from your most recent employer.
7. Gross earnings from all of your previous employers during the past 18 months.
8. Information from your financial institution if you choose to have your benefits directly deposited into your checking or savings account.

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## Filing Claims by Telephone

### Day and Time to File Claims by Telephone

If the last two digits of your Social Security Number are:

00 through 15	Monday	8:00 a.m. - 12:30 p.m., ET
16 through 33	Monday	12:30 p.m. - 4:30 p.m., ET
34 through 48	Tuesday	8:00 a.m. - 12:30 p.m., ET
49 through 66	Tuesday	12:30 p.m. - 4:30 p.m., ET
67 through 81	Wednesday	8:00 a.m. - 12:30 p.m., ET
82 through 99	Wednesday	2:30 p.m. - 4:30 p.m., ET

If you miss your assigned day and time, claims are accepted on Thursday or Friday from 8:00 a.m. - 4:30 p.m. ET.

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## Filing Claims on the Internet

You may file your new, additional, or reopened claim on the UIA website at [www.michigan.gov/uia](http://www.michigan.gov/uia). Select “*Filing Unemployment Claims Online*” link. You may file your claim through the Internet if ALL of the following requirements are met:

- You have worked under only one Social Security number.
- You have not filed a claim for unemployment benefits against another state during the past 12 months.
- You have not claimed weeks prior to the filing week.
- You have been employed by at least one, but not more than 19, Michigan employer(s) during the past 18 months.

Before filing online, ensure you have the information from Items 1 through 8 (listed above), a pen or pencil, and paper to make notes of information you will receive from the UIA. You may wish to print a copy of Form UIA 1538, *What you need to file a Unemployment Claim*, from the UIA website at [www.michigan.gov/uia](http://www.michigan.gov/uia). You can write the information you need on this form so that it is available when you file your claim.

The Internet Filed Claim system is available Monday through Saturday, 7:00 a.m. to 7:00 p.m. ET, regardless of the last two digits of your Social Security number.

If you have a problem or question about your claim, you can call the UIA at 1-866-500-0017 (TTY customers use 1-866-366-0004). UIA staff is available to assist you from 8:00 a.m. to 4:30 p.m., ET, Monday through Friday.

### To Be Completed by the Employer

Rule R 421.204 of the Michigan Administrative Rules requires that a completed copy of this form, or an equivalent written notice, be given to each employee before, or when he/she is separated from your employ. A \$10.00 penalty for non-compliance with this rule may be imposed by the UIA. Please complete the following information in the spaces below.

Your **10-digit** UIA Account Number:

Your **9-digit** Federal Identification Number:

**Employer's Name with Doing Business As (DBA)**, and complete mailing address where wage and separation information is available for the worker listed on this form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
DBA

\_\_\_\_\_  
Address for Employment

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Reason for Separation

**Employers with questions may contact the Office of Employer Ombudsman (OEO) at 1-855-484-2636, 1-313-456-2300, or [OEO@michigan.gov](mailto:OEO@michigan.gov).**